

MTAC UG7 – MTEOR

July 21, 2016

Attendees:

Jack Larrimore
Shawn Lang
Trista Niswander
Lee DaVasier
Jim Hernandez
Sandy Bradley
Ted Bourgart
David Gorham
David Kamien
Randy Slone
John Stifter

Jack Larrimore opened meeting with welcome and restart to the User Group. This is the first User Group call since January. Jack shared his presentation.

April Update – Label Holders (slide 2)

MTEOR – order through MTEOR
1000 per roll, qty of 2, 4, or 6 per order
100 per box, up to 50 boxes per order

Plant supplied – order through MTEOR
1000 per roll, qty of 2, 4, or 6 per order
100 per box, up to 50 boxes per order

Release for the end of July (slide 3)

Modify orders instead of Withdraw
New order status – Ready for Delivery
Plastic Pallets
Label Holders

Question (Trista): Plastic pallet – order pallets and/or pieces for Plastic pallets for local mailers – local orders will be in pieces only going forward.

Question: Presentation be made available for attendees – presentation will be sent with meeting minutes.

Question (David): Are these July updates already available? Jack: the items are still being tested. Planned implementation date is July 31.

Question (Ted): Can these be ordered by cases? Jack is going to confirm. He does not want to have to break cases. Hence the enhancement to be able to order 80 boxes.

Question (Ted): Will mailers be able to use sticky labels on Flat tubs? This causes problems at the plant when the label holders are covered up. Jack is going to find out more information on this.

MTEOR Future Updates (slide 4)

- Report – Order versus Shipped
- Inventory Reminder
- Surface Visibility

Any other input/idea for future enhancements Jack is willing to hear these in order to make MTEOR better.

Inventory (slide 5)

- Used to see usage across the system, how much equipment needed, where it is needed, predict supply needs, help identify order issues
- Sign-up for MTEOR: company will submit weekly inventory of equipment not in use (not equipment on the production floor)
- The Postal Plants must also input unused equipment

Mailer Inventory – January Mailer Inventory (slide 6)

- Highest – 80% compliance

Mailer Inventory – July Mailer Inventory (slide 7)

- Highest – 70% compliance
- Overall – 50% compliance for entire country
- If you have multiple locations, send email to MTEOR Help Desk for CRID to be linked to multiple MTESC to be able to report equipment correctly

Question (Ted): Why are some areas not compliant? Jack: We don't know why they aren't compliant. No one has been hounding mailers to report, but they will start encouraging mailers to report. Systems and checks/balances put in place. First, reach out through corporate level and BSN's to let mailers know they need to be reporting.

Question (Shawn): There used to be reminder emails – did this stop? The reminder emails were stopped. This is why the check box is being put into place to send weekly reminders.

Question (Ted): Multiple facilities the company deals with and employees move a lot. Weekly email was helpful to know which facilities did not input weekly inventory. Will BSA have the ability to add other emails to receive the weekly reminders? Jack: at this point, no. But Jack will take this as an action item and talk to developers.

Question (Trista): Do mailers receiving supplies from local plants need to report weekly inventory or only those mailers receiving supplies from MTESC? Jack: at this time, only those receiving equipment from MTESC must report. Mailer noted supplies received from the local plant are often times not full pallets which creates inventory issues at the mailers plant leading to additional requests and emergency orders. Jack verified the plant in question is Fort Wayne and will contact them regarding this issue.

Question (Ted): When there is a cancellation of a trip or inventory not available – can the mailer get a notification about that? The mailers count on having the equipment and all of a sudden when it is time

to receive the mailer finds out it was cancelled. Jack: MTEC orders shows in the status if a change is made. Jack will see if there is anything that can be done for an automation system notification. This would be a nice enhancement for the MTEOR system.

Question (Randy): Building on the automatic system notification, could there be automatic system notification for "Ready for Pick-Up". Often times, mailers plans to pick-up the next day, but if it is ready sooner they can plan for this with an automated system notification.

Question (Ted): Sacks and labels – a lot of time get 01V sacks – is there any way we can get landing strips available to apply if needed? Jack: he will check on this to see if this can be available.

Question (Trista): Will the User Group be meeting only Quarterly as the Political and Fall Mailing season begin to ramp up? Jack: he agrees a more frequent telecom would be beneficial through the Political/Fall Mailing season. It was proposed the next telecom take place in about 6 weeks. The group agreed for the next call to take place on September 8, 2016 1:00 PM – 2:00 PM (Eastern).

Note – Due to a conflict that arose after the meeting, Jack would like to propose changing the date to Friday, September 9 from 1300-1400 EDT.

Call ended